

JOB OPPORTUNITY

10/18/06 – 11/01/06

Posting Date

MASSACHUSETTS TRIAL COURT

Job Description and Qualifications
for
Court Officer
for the

GREENFIELD DISTRICT COURT

All Applications must be received by: Postmarked no later than 5:00 p.m. on November 1, 2006.

Previously submitted applications not considered.

Faxed applications are not acceptable.

POSITION SUMMARY:

Has responsibility for maintaining order, protecting judges, jurors, prisoners, court personnel and the public, and serves other needs as defined by the Trial Court.

MAJOR DUTIES:

Provides security for prisoners, witness, jurors, court personnel and the public in the courtroom and other designated areas of the courthouse. May be required to take appropriate action in disruptive situations in the courtroom, including assaultive behavior where persons may be armed or unarmed, and subduing or apprehending escaping prisoners, or to provide first response in other emergency situations.

Protects the privacy and insures the safety of judges.

Provides security in the prisoner detention area and the courtroom, including monitoring, securing and feeding prisoners. Escorts prisoners from the holding area to the courtroom or other designated areas.

Inspects courtrooms, lobbies, and jury deliberation rooms for explosive devices.

Locates trial participants, informs participants of the court's action, transports papers within the courthouse, notifies the judge that the session is ready to proceed, announces the opening and closing of court sessions, etc.

Accepts defendants into custody and holds them or releases them pursuant to the direction of the court.

Insures that judge's guidelines regarding noise, food, smoking, photography, and note taking are adhered to.

Collects, receives, maintains and transfers documents needed to accompany prisoners.

Provides routine information regarding office and court procedures to the public, witnesses, litigants and defendants.

Attends all court officer training programs required by the Trial Court.

Performs related duties as required.

May be assigned by the Trial Court Administrative Office to perform court officer duties throughout the various Departments and Divisions of the Trial Court.

POSITION REQUIREMENTS:

High School diploma or the equivalent.

At least two years of experience in the security or law enforcement field is preferred. However, other experience demonstrating judgment, maturity and the ability to work with people in a courthouse environment may be substituted.

Ability to exercise tact, courtesy, sensitivity and discretion in dealing with attorneys, jurors, litigants, public and press.

Proof of the final candidate's physical ability to provide security for judges, prisoners, witnesses, jurors, court personnel and the public.

Employment, once offered, is contingent upon passing a physical examination.

SALARY: \$41,764

Completed Trial Court Applications for Employment should be forwarded to:

Office of the Director of Security
Administrative Office of the Trial Court
Two Center Plaza, 9th Floor
Boston, Massachusetts 02108

Trial Court Application for Employment are available at all court locations and at the Administrative Office or downloaded from www.mass.gov/courts/jobs.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER